

TUXTLA GUTIERREZ, MX

1. Screwworm Research

COLLEGE STATION, TX

FAPRL

1. Food & Feed Safety Research
2. Veterinary Entomology Research

SCRL

3. Pest Control & Application Systems Technology
4. Cotton Pathology Research
5. Crop Germplasm Research
6. Crop Insect Pests Management Research

BEAUMONT, TX

1. Rice Research

WESLACO, TX

1. Crop Quality & Fruit Insects Research
2. Subtropical Cotton Insects Research
3. Remote Sensing Research
4. Conservation & Production Syst. Research
5. Honey Bee Research
6. Biological Pest Control Research

KERRVILLE, TX

1. Biting Fly & Cattle Grub Research
2. Tick Research

TEMPLE, TX

1. Natural Resources Systems Research
2. Forage Improvement Research
3. Grassland Protection Research

BROWNWOOD, TX

1. Pecan Research

LUBOCK, TX

1. Cotton Production & Processing Research
2. Plant Stress & Water Conserv. Research
3. Conservation & Production Systems Research

BUSHLAND, TX

1. Water Management Research
2. Soil & Crop Management Research
3. Bovine Respiratory Disease Research

WOODWARD, OK

1. Range & Pasture Research

STILLWATER, OK

1. Hydraulic Engineering Research
2. Wheat & Other Cereals Research
3. Peanut Research

EL RENO, OK

1. Forage & Livestock Research

DURANT, OK

1. Soil & Water Research
2. Water Quality Research

LANE, OK

1. Genetics & Production Research

STUTT GART, AR

1. Rice Production & Weed Control Research

FAYETTEVILLE, AR

1. Poultry Production & Products Safety Research

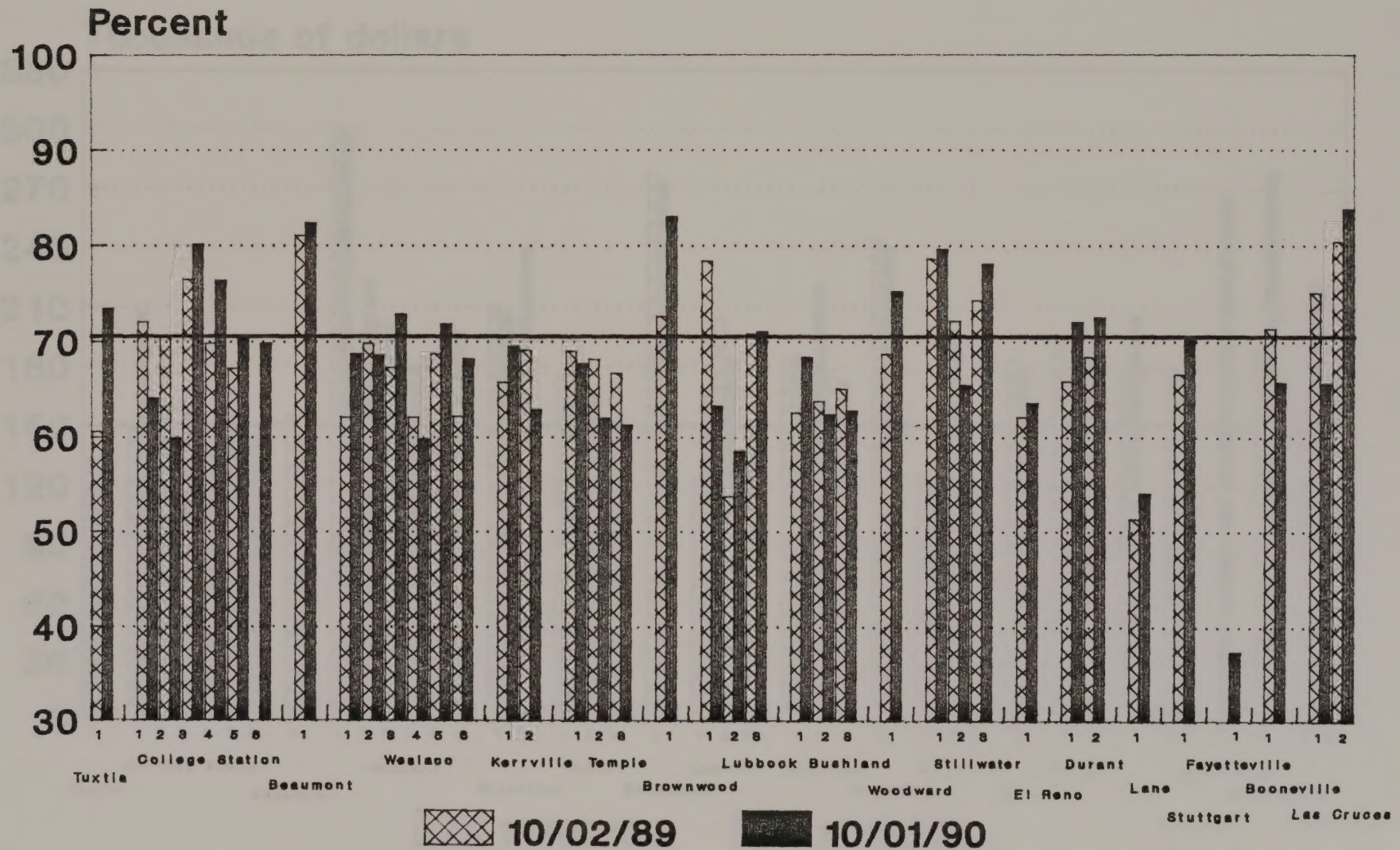
BOONEVILLE, AR

1. South Central Family Farm Research

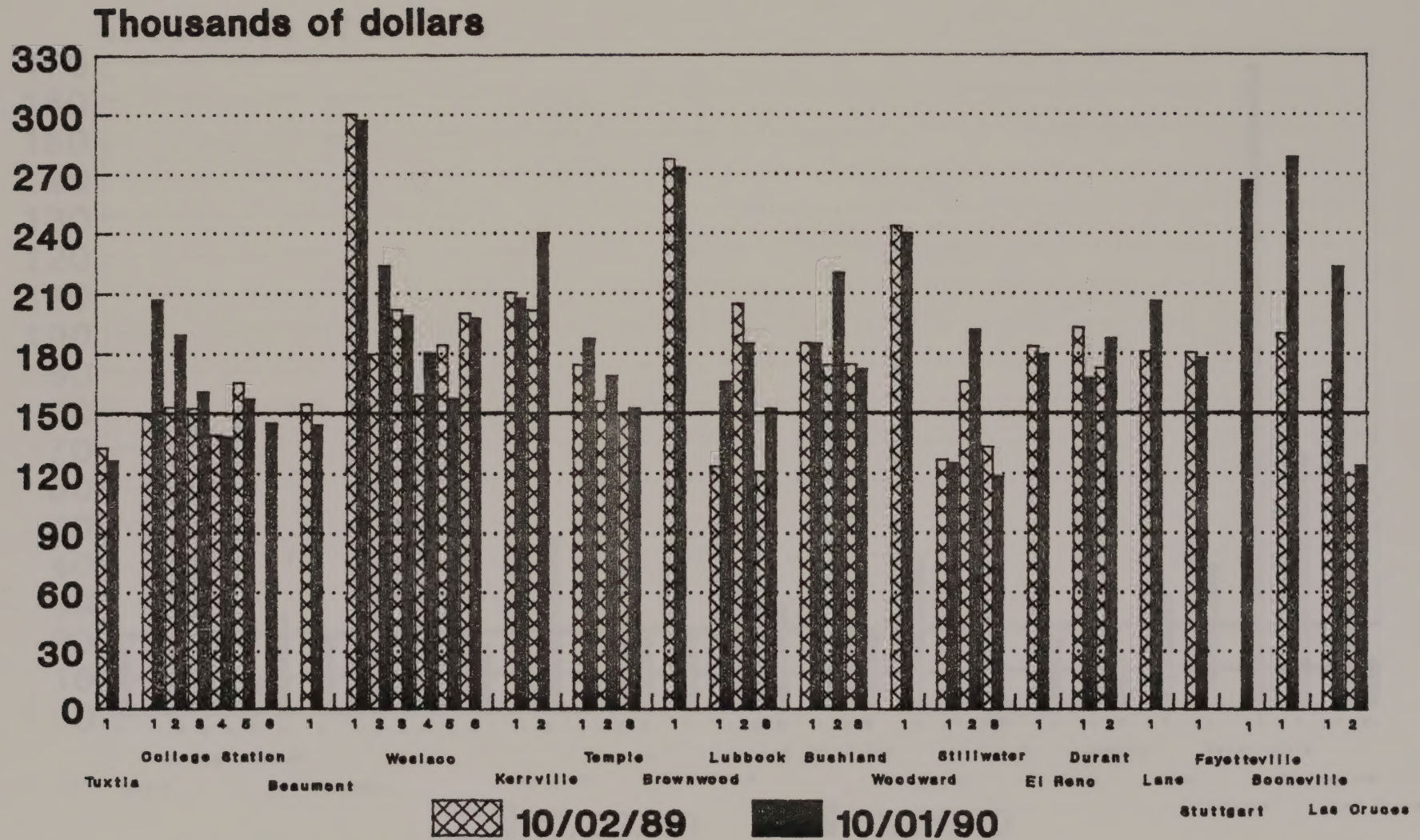
LAS CRUCES, NM

1. Cotton Ginning Research
2. Range Management Research

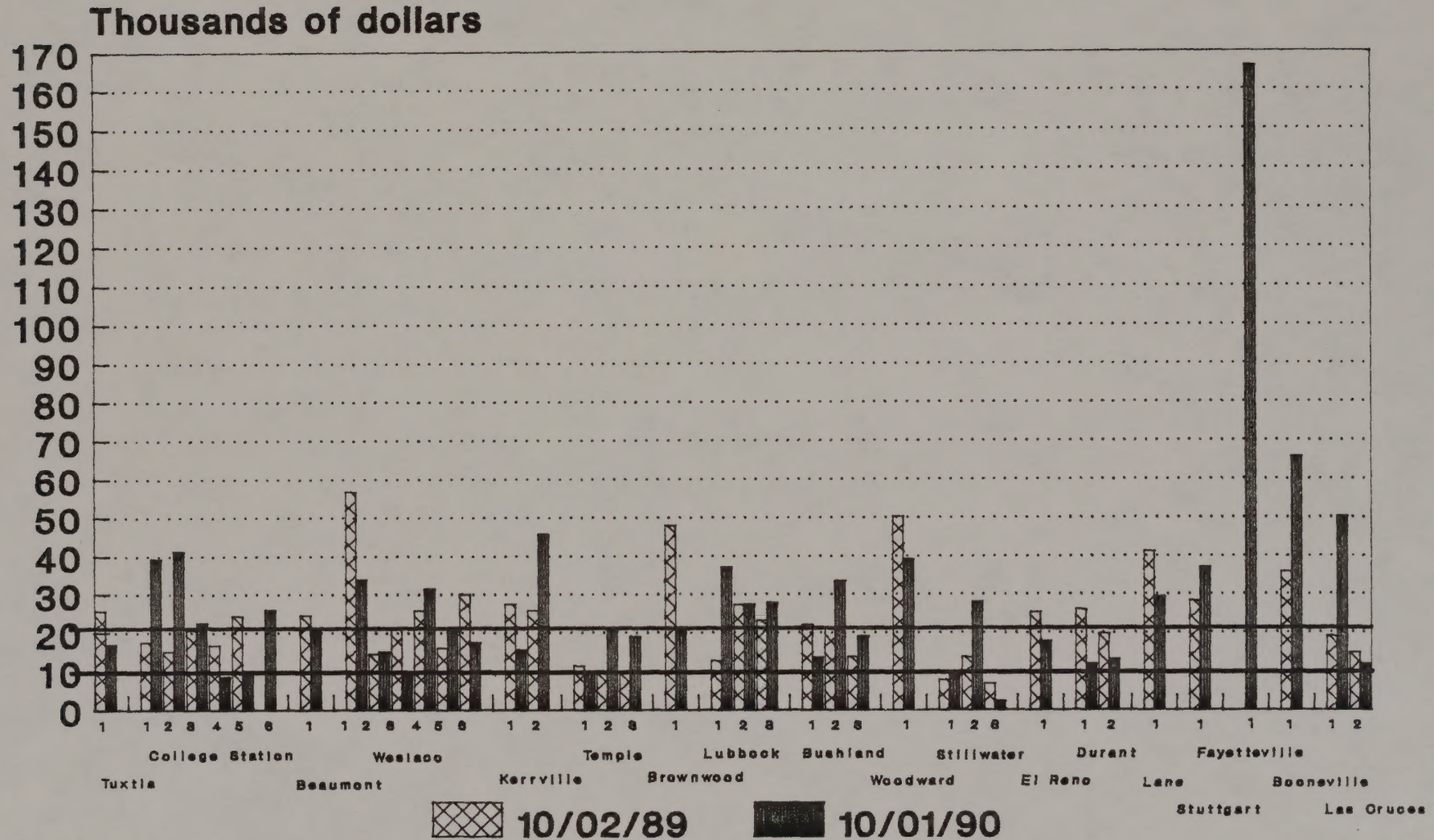
Percent Salaries FY90 vs. FY91



Total \$ per SY FY90 vs. FY91



Disc \$ per SY FY90 vs. FY91



SPA WORKSHOP ATTENDEES

2/21/91

AD's OFFICE

Floyd P. Horn, AD
Earl E. King, AAD
Ella Flynt, PA
Wanda Paradowski, AD Secy.
Mary Dunn, AAD Secy.

AAO's OFFICE

June Williams, AAO
Martha Konecny, AAO Secy.
Wendy Jones, Computer Systems Programmer
Mary Bush, Personnel Assistant
Billie Alley, Property Mgmt. Specialist
George Reynolds, General Engineer
Barbara Crane, Budget & Fiscal Officer
Faye Myers, Procurement/Assistance Officer
Michael Downing, Contract Specialist

HEADQUARTERS

R. Dean Plowman, Administrator
Edward B. Knipling, Deputy Admin., NPS
Lewis W. Smith, NPL, Animal Nutrition
Philip A. Miller, NPL, Fiber, Oil, & Tobacco
R. Dennis Child, NPL, Range
James F. Parr, NPL, Dryland Agric./Soil Fert.
Sandy M. Hays, Public Affairs Specialist, Information Staff
George Sundstrom, Environ. Protection Spclst., Safety & Health Policy Staff
John T. Jensen, Director, Radiological Safety Staff
Frank Steiner, Branch Chief, IERB, PD
Patricia Frederick, Employee Relations Specialist, Ethics
Judith M. Ruth, Head, Southern Section, POB, PD
Judith T. Fuchs, Head, Southern Section, IERB, PD
Carol Gramlich, Personnel Staffing Specialist, PD
Korona Prince, EEO Manager

AREA REPRESENTATIVES

Martha Konecny, Federal Women's Program Manager
Raul Rivera, Hispanic Employment Manager
James A. Webster, Take Pride in America Coordinator
Barbara Lamm, SPA EEO Manager

OTHER GUESTS

G. Mark Holman, ARS Outstanding Scientist of the Year
Norma L. Trolinder, Early Career Res. Scientist of the Year
Charles N. Bollich, RL (Retired), Beaumont, TX
Patricia Bivins, Director, New Orleans District Office EEOC
William D. Carlson, Assoc. Admin., Office of Grants & Program Systems
USDA-CSRS

LOCATIONS

BEAUMONT

Bill D. Webb, Act. RL
P. L. (Teco) Johnson, AT

BOONEVILLE

Michael A. Brown, RL
Rosalie Barth, AT

BROWNWOOD

Tommy E. Thompson, RL
Sandra Bullard, AT

BUSHLAND

Bobby A. Stewart, LD
James (Bob) Sears, AO
N. Andy Cole, RL
Jack T. Musick, RL
Paul W. Unger, RL

COLLEGE STATION - SCRL

Russell J. Kohel, LD/RL
L. Fred Bouse, RL
Pete D. Lingren, RL
Robert D. Stipanovic, RL

COLLEGE STATION - FAPRL

G. Wayne Ivie, LD
Don L. Bull, RL
John R. DeLoach, RL

DURANT

Frank R. Schiebe, LD
Billie J. Rogers, AO
Lajpat R. Ahuja, Act. RL
Samuel J. Smith, RL

EL RENO

Sam Coleman, Acting RL
Patricia (Trish) Williams, AT

FAYETTEVILLE

William E. Huff, RL

HOUSTON

Jimmy D. Goodman, AO-ARS
William Heird, CNRC
Peter D. Klein, CNRC
Wilson G. Pond, ARS
Peter J. Reeds, CNRC

KERRVILLE

Sidney E. Kunz, LD/RL
Caryl Romine, AO
John E. George, RL
Frank S. Guillot, RL

LANE

E. Van Wann, RL
Carolyn Bevers, AT

LAS CRUCES

Kris M. Havstad, RL
S. E. (Ed) Hughs, RL
Glenda Abston, AT

LUBBOCK

Jerry E. Quisenberry, LD/RL
Debra Cummings, AO
Roy V. Baker, RL
D. W. (Bill) Fryrear, RL

STILLWATER

Robert L. Burton, LD/RL
Kathryn Vanchieri, AO
Darold L. Ketrang, RL
Charles E. Rice, RL

STUTTGART

Roy J. Smith, Jr., RL
Deborah Reynolds, AT

TEMPLE

Clarence W. Richardson, LD/RL
Meredith Heintzelman, AO
Herman S. Mayeux, RL
Paul W. Voigt, RL

TUXTLA GUTIERREZ, MEXICO

C. J. (Jim) Whitten, RL
Tommy Stanford, AO

WESLACO

Edgar G. King, LD/RL
Juanita Escamilla, AO
Anita M. Collins, RL
Thanh H. Dao, Act. RL
James H. Everitt, RL
Robert L. Mangan, RL
Jimmy R. Raulston, RL

STATISTICIANS

H. Del Var Petersen

Thomas Popham

WOODWARD

Phillip L. Sims, RL

Delene Peach, AT

Whitten



WEDNESDAY, FEBRUARY 25

15:00 - 16:00 (10:00 AM - 11:00 AM)

6:00 - 9:00 pm

Registration

Radisson Hotel Meeting Room (2nd Floor)

7:00 - 10:00 pm

Radisson Hotel Meeting Room (2nd Floor) - 1st Floor

Radisson Hotel Meeting Room (2nd Floor)

SOUTHERN PLAINS AREA

RESEARCH LEADERS/ADMINISTRATIVE OFFICERS WORKSHOP

RADISSON HOTEL

SOUTH PADRE ISLAND, TEXAS

FEBRUARY 25-28, 1991

AGENDA

MONDAY, FEBRUARY 25

Dinner (ON YOUR OWN)

6:00 - 9:00 pm

Registration

Radisson Hotel Meeting Room (2nd floor)

7:00 - 10:00 pm

Informal Sessions/Get Together - Dr. Earl King

Radisson Hotel Meeting Room (2nd floor)

8:30 - 10:00 am

Administrative Management: Services, Initiatives, and Issues
Important to RLE's in the coming year -
Mrs. Jane Williams, Area Administrative Officer

9:00 - 10:15 am

Break

10:15 - 10:30 am

Statistical Methods & Communications -
Mr. George Sadtrom, Employment Protection Specialist

10:30 - 11:10 am

Biological Safety -
Mr. John Jensen, Director, Biological Safety Staff

11:10 - 11:45 am

Special Employee Program -
/ Mrs. Martha Kewsey, Federal Government's Employee Manager
/ Mr. Paul Rivera, Regional Employment Manager
/ Dr. Jim Webster, Task Force on Research Coordination

11:45 - 12:00 pm

Administrative/Scientific Program - Dr. Floyd Horn

12:00 - 1:15 pm

Lunch (ON YOUR OWN)

SESSION IV - Mrs. Jane Williams Presiding

1:15 - 2:00 pm

Personnel Division Topics -
Mrs. Judy Burke, Head, Southern Division, HR, RD

2:00 - 2:30 pm

HR Investigations -
Mrs. Judy Burke, Head, Southern Division, HR, RD

2:30 - 3:00 pm

Labor & Employee Relations Board Issues - Mrs. Judy Burke

3:00 - 3:15 pm

Break

3:15 - 4:00 pm

Performance Standards - Dr. Earl King

4:00 - 4:45 pm

Equal Employment Opportunity - The Role of EEO-5
Mrs. Martha Kewsey, EEO EEO Manager

4:45 - 5:15 pm

Office Safety Act - Mr. Frank Steiner, Branch Chief, HR, RD

5:15 - 5:30 pm

Miscellaneous Items and Adjourn

5:30 - 7:00 pm

Dinner (ON YOUR OWN)

7:00 - 10:00 pm

Special/Individual Sessions - TBD

7:00 -

Round Robin - Jennifer Hensel and Linda Lee



TUESDAY, FEBRUARY 26

6:30 - 7:45 am Breakfast (ON YOUR OWN)

8:00 - 8:45 am Introduction & Welcome - Dr. Floyd Horn, Area Director

SESSION I - Dr. Earl King, Assistant Area Director, Presiding

8:45 - 9:30 am The Year in Review - Performance Awards, RPES, and Selected Management Criteria - Dr. Floyd Horn

9:30 - 10:00 am Administrative Management: Overview, initiatives, and issues important to RL's in the coming year - Mrs. June Williams, Area Administrative Officer

10:00 - 10:15 am Break

✓ 10:15 - 10:30 am -Hazardous Waste & Communications - Mr. George Sundstrom, Environmental Protection Specialist

✓ 10:30 - 11:10 am Radiological Safety - Mr. John Jensen, Director, Radiological Safety Staff

✓ 11:10 - 11:45 am Special Emphasis Programs -
✓ Mrs. Martha Konecny, Federal Women's Program Manager ✓
✓ Mr. Raul Rivera, Hispanic Employment Manager High School & Element. School Outreach
✓ Dr. Jim Webster, Take Pride in America Coordinator

✓ 11:45 - 12:00 n Valedictorian/Salutatorian Program - Dr. Floyd Horn

12:00 - 1:15 pm Lunch (ON YOUR OWN)

SESSION II - Mrs. June Williams Presiding

✓ 1:15 - 2:00 pm Personnel Division Topics - Ms. Judy Ruth, Head, Southern Section, POB, PD

✓ 2:00 - 2:30 pm OIG Investigations - Mrs. Judy Fuchs, Head, Southern Section, LERB, PD

✓ 2:30 - 3:00 pm Labor & Employee Relations Branch Issues - Ms. Judy Fuchs

3:00 - 3:15 pm Break

✓ 3:15 - 3:45 pm Performance Standards - Dr. Earl King

✓ 3:45 - 4:00 pm Equal Employment Opportunity - The Role of the SPA EEO Manager Ms. Barbara Lamm, SPA EEO Manager

✓ 4:00 - 4:45 pm Ethics Reform Act - Mr. Frank Steiner, Branch Chief, LERB, PD

4:45 - 5:00 pm Miscellaneous Items and Adjourn

5:00 - 7:00 pm Dinner (ON YOUR OWN)

7:00 - 10:00 pm Special/Individual Sessions - TBD

7:00 - Round Robin - Juanita Escamilla and Location AO's

WEDNESDAY, FEBRUARY 27

6:30 - 7:45 am Breakfast - (ON YOUR OWN)

(AM Personnel - see Administrative Breakout Agenda #1)

SESSION III - Dr. E. B. Knipling, Deputy Administrator, NPS, Presiding

- ✓ 8:00 - 8:30 am NPS Overview, Issues, and Opportunities - Dr. E. B. Knipling
- ✓ 8:30 - 9:00 am Field Crops - Dr. Phil Miller, NPL, Fiber, Oil, & Tobacco
- ✓ 9:00 - 9:30 am Dryland Agriculture -
Dr. James Parr, NPL, Dryland Agriculture and Soil Fertility
- ✓ 9:30 - 10:00 am Animal Production - Dr. Lew Smith, NPL, Animal Nutrition
- 10:00 - 10:15 am Break
- ✓ 10:15 - 10:45 am Rangeland - Dr. Dennis Child, NPL, Range
- ✓ 10:45 - 11:15 am Discussion
- ✓ 11:15 - 11:45 am Photo Session - Mr. Jose Gallardo, Photographer, Weslaco
- 11:45 - 1:00 pm Lunch (ON YOUR OWN)

SESSION IV - Dr. Floyd Horn Presiding

- ✓ 1:00 - 1:45 pm The Jornada Range: Laboratory Without Walls -
Dr. Kris Havstad, RL, Range Management Research, Las Cruces, NM
- ✓ 1:45 - 2:15 pm Remote Sensing: Its Many Applications -
Mr. Jim Everitt, RL, Remote Sensing Research, Weslaco, TX
- ✓ 2:15 - 2:45 pm Hydraulic Engineering Research -
Dr. Charles Rice, RL, Hydraulic Engineering Research Unit,
Stillwater, OK
- 2:45 - 3:00 pm Break
- ✓ 3:00 - 3:30 pm Isolation and Characterization of Several Novel Insect
Neuropeptides -
Dr. Mark Holman, ARS Outstanding Scientist of the Year
- ✓ 3:30 - 4:00 pm Germplasm Manipulation - Dr. Norma Trolinder,
Early Career Research Scientist of the Year
- ✓ 4:00 - 5:00 pm Rice Improvement and ARS - Dr. C. N. Bollich, ARS Retired
- 6:00 - 7:00 pm Social Time
- 7:00 pm Banquet - Dr. N. Andy Cole, Master of Ceremonies
Speaker - Dr. R. Dean Plowman, Administrator, ARS

THURSDAY, FEBRUARY 28

6:30 - 7:45 am Breakfast - (ON YOUR OWN)

(AM Personnel - see Administrative Breakout Agenda #2)

SESSION V - Dr. Earl King Presiding

- ✓ 8:00 - 9:00 am Competitive Grants and the National Research Initiative -
Dr. William Carlson, USDA-CSRS, Washington, DC
- ✓ 9:00 - 9:15 am Plans for Grantsmanship Training in ARS/SPA -
Dr. Floyd Horn
- ✓ 9:15 - 9:45 am The Capacity Building Grants Program -
Ms. Korona Prince, USDA-ARS, Washington, DC
- ✓ 9:45 - 10:00 am Break
- ✓ 10:00 - 11:00 am Equal Employment Opportunity Commission Update on Initiatives -
Mrs. Patricia Bivins, Director, EEOC District Director,
New Orleans, LA
- ✓ 11:00 - 11:45 am Human Resource Management: Issues and Opportunities -
Dr. Floyd Horn
- ✓ 11:45 am Summary and Initiatives for the Coming Year -
Dr. Floyd Horn

ADMINISTRATIVE BREAKOUT AGENDA #1

WEDNESDAY, FEBRUARY 27

- 8:00 - 8:15 am Opening - June Williams
- 8:15 - 8:35 am Welcome - Dr. Floyd Horn
- 8:35 - 8:50 am Radiological Safety - John Jensen
- 8:50 - 9:05 am Health & Safety - George Sundstrom
- 9:05 - 9:45 am Personnel - June Williams
Judy Ruth
Carol Gramlich
Korona Prince
- 9:45 - 10:00 am Break
- 10:00 - 10:30 am LERB - Frank Steiner
Judy Fuchs
- 10:30 - 10:45 am Workman's Compensation & Other Personnel Issues -
Mary Bush
- 10:45 - 11:15 am Budget & Fiscal - Barbara Crane
- 11:15 - 11:45 am Property - Billie Alley
- 11:45 - 1:00 pm Lunch (ON YOUR OWN)

RETURN TO GENERAL SESSION AT 1:00 pm

ADMINISTRATIVE BREAKOUT AGENDA #2

THURSDAY, FEBRUARY 28

8:00 - 8:15 am Opening

8:15 - 8:30 am ADP - Wendy Jones

8:30 - 9:00 am Engineering - George Reynolds

9:00 - 9:45 am Procurement & Agreements - Faye Myers

9:45 - 10:00 am Break

RETURN TO GENERAL SESSION 10:00 am



United States
Department of
Agriculture

Agricultural
Research
Service

Administrative Management
Southern Plains Area
Administrative Office

7607 Eastmark Dr.,
Suite 230
College Station, Texas 77840

January 28, 1991

SUBJECT: 1991 Southern Plains Area Workshop

TO: Workshop Attendees (See Attached List)

FROM: Floyd P. Horn
Area Director

Floyd P. Horn

*Jim
I sent in
your registration
form.
Fanny.*

The 1991 Southern Plains Area Workshop will be held February 25-28, 1991, at the Radisson Resort, South Padre Island, Texas. South Padre Island is located on the southeast coast of Texas and is easily accessible from Harlingen's Valley International Airport. We are enclosing a map of the local area.

Registration will begin the evening of February 25, 1991. You will be on your own for dinner, but everyone will get together from 7:00-10:00 p.m. in one of the Hotel's large meeting rooms. Meetings will be held Tuesday and Wednesday with a banquet one evening. Thursday, February 28, we will have the meeting rooms reserved until 5:00 p.m. However, we have not made arrangements for overnight accommodations for February 28.

Attached is registration and travel information furnished by the Area Administrative Office.

We have great expectations for this meeting and are looking forward to appropriate representation from our Headquarters Office to assist us in dealing with important ARS program and administrative management issues.

Enclosures

cc: w/encls.

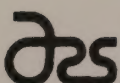
R. D. Plowman

M. E. Carter

E. B. Knipling

T. J. Clark

J. L. Williams



Agricultural
Research
Service

United States
Department of
Agriculture

SPA WORKSHOP ATTENDEES

1/28/91

AD's OFFICE

Floyd P. Horn, AD
Earl E. King, AAD
Ella Flynt, PA
Wanda Paradowski, AD Secy.
Mary Dunn, AAD Secy.

AAO's OFFICE

June Williams, AAO
Martha Konecny, AAO Secy.
Wendy Jones, Computer Systems Programmer
Mary Bush, Personnel Assistant
Billie Alley, Property Mgmt. Specialist
George Reynolds, General Engineer
Barbara Crane, Budget & Fiscal Officer
Faye Myers, Procurement Assistant Officer
Michael Downing, Contract Specialist

HEADQUARTERS

R. Dean Plowman, Administrator
John R. Victor, Director, Budget & Program Mgmt.
Edward B. Knipling, Deputy Admin., NPS
Robert R. Oltjen, Assoc. Dep. Admin., NPS
Phillip A. Miller, NPL, Fiber, Oil, & Tobacco
R. Dennis Child, NPL, Range
James F. Parr, NPL, Dryland Agric./Soil Fert.
Charles A. Onstad, Water Quality Program Manager
Robert W. Norton, Director, Info. Systems
Thomas J. Clark, Deputy Administrator, AM
Jane L. Giles, Director, PD
John C. Espenschade, Director, FCMD
J. Larry Wilson, Director, FMD
Terry L. Roark, Branch Chief, Safety & Health Policy Staff
John T. Jensen, Director, Radiological Safety Staff
Frank Steiner, Branch Chief, LERB, PD
Judith M. Ruth, Head, Southern Section, POB, PD
Judith T. Fuchs, Head, Southern Section, LERB, PD
Carol Gramlich, Personnel Staffing Specialist, PD

AREA REPRESENTATIVES

Martha Konecny, Federal Women's Program Manager
Raul Rivera, Hispanic Employment Manager
James A. Webster, Take Pride in America Coordinator

OTHER GUESTS

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Norma L. Trolinder, Outstanding Early Career Res. Scientist of the Year
Barbara Lamm, SPA EEO Manager



United States
Department of
Agriculture

Agricultural
Research
Service

Administrative Management
Southern Plains Area
Administrative Office

7607 Eastmark Dr.,
Suite 230
College Station, Texas 77840

January 29, 1991

SUBJECT: 1991 Southern Plains Area Workshop

TO: Workshop Attendees (see attached list)

FROM: June L. Williams *June L. Williams*
Area Administrative Officer

Registration material and hotel/travel information are listed and/or enclosed for the 1991 SPA Workshop. An agenda for the meeting will follow.

HOTEL ROOMS: Rooms have been reserved at the Radisson Resort Hotel, 500 Padre Boulevard, South Padre Island, Texas (512/761-6511). Room rates for single and double occupancy is \$55.00. Check-in time is 3:00 p.m. and check-out time 11:00 a.m. If for some reason you need to check-in early, let us know. Enclosed are brochures and a layout of the hotel.

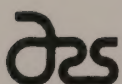
TRANSPORTATION TO/FROM AIRPORT: Participants should make their own transportation arrangements. We suggest flying into Harlingen/Rio Grande Valley International Airport which is 35 miles from the Resort. It is served by American, Continental, and Southwest airlines. Ground transportation will be served by rental car or shuttle service. Valley Adventures has offered a group rate of \$16.00 per person roundtrip. To make reservations with this shuttle service, call Olga Ramirez at 1-800-962-8497. Enclosed is a brochure for your information.

MEALS: The banquet will be paid for by contract. Anyone requiring special dietary needs should so indicate on the preregistration form. For all other meals, you will be on your own.

PREREGISTRATION: Please fill out the preregistration form attached and return to Martha Konecny, no later than February 7, 1991. Due to the short time frame, we would appreciate your response ASAP by Fax (Comm. 409/260-9344 or FTS 527-1344).

REGISTRATION: Beginning at 6:00 p.m. on Monday, February 25, 1991, after checking into the hotel, participants should pick up their workshop packages at the ARS registration desk which will be located outside the meeting room (2nd floor). (Meeting room will specified on the agenda.)

LATE ARRIVALS: Any late arrivals can pick up their workshop packages Tuesday morning at 7:30 a.m. at the entrance of the meeting room.



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COSTS: Cost of lodging for February 25, 26, and 27 will be paid via a contract issued by the Area Office. Participants should deduct \$14.00 for the banquet from the M&IE rate (\$26.00) on his/her travel voucher. The AD-202, Travel Authorization, for the SPA location personnel will be issued by the Area Administrative Office.

EMERGENCY NUMBER/MESSAGES: Messages may be left at the hotel front desk (512/761-6511).

Enclosures

cc:

F. P. Horn

LOCATIONS

BEAUMONT

Bill D. Webb, Act. RL
P. L. (Teco) Johnson, AT

BOONEVILLE

Michael A. Brown, RL
Rosalie Barth, AT

BROWNWOOD

Tommy E. Thompson, RL
Sandra Bullard, AT

BUSHLAND

Bobby A. Stewart, LD
James (Bob) Sears, AO
N. Andy Cole, RL
Jack T. Musick, RL
Paul W. Unger, RL

COLLEGE STATION - SCRL

Russell J. Kohel, LD/RL
L. Fred Bouse, RL
Pete D. Lingren, RL
Robert D. Stipanovic, RL

COLLEGE STATION - FAPRL

G. Wayne Ivie, LD/RL
Don L. Bull, RL
John R. DeLoach, RL

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Lajpat R. Ahuja, Act. RL
Samuel J. Smith, RL

EL RENO

William A. Phillips, RL
Patricia (Trish) Williams, AT

FAYETTEVILLE

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Jimmy D. Goodman, AO-ARS
William Heird, CNRC
Peter D. Klein, CNRC
Wilson G. Pond, ARS
Peter J. Reeds, CNRC

KERRVILLE

Sidney E. Kunz, LD/RL
Caryl Romine, AO
John E. George, RL
Frank S. Guillot, RL

LANE

E. Van Wann, RL
Carolyn Bevers, AT

IAS CRUCES

Kris M. Havstad, RL
S. E. (Ed) Hughs, RL
Glenda Abston, AT

LUBBOCK

Jerry E. Quisenberry, LD/RL
Debra Cummings, AO
Roy V. Baker, RL
D. W. (Bill) Fryrear, RL

STILLWATER

Robert L. Burton, LD/RL
Kathryn Vanchieri, AO
Darold L. Ketring, RL
Charles E. Rice, RL

STUTTGART

Roy J. Smith, Jr., RL
Deborah Reynolds, AT

TEMPLE

Clarence W. Richardson, LD/RL
Meredith Heintzelman, AO
Herman S. Mayeux, RL
Paul W. Voigt, RL

TUXTLA GUTIERREZ, MEXICO

C. J. (Jim) Whitten, RL
Tommy Stanford, AO

WESLACO

Edgar G. King, LD/RL
Juanita Escamilla, AO
Anita M. Collins, RL
Thanh H. Dao, Act. RL
James H. Everitt, RL
Robert L. Mangan, RL
Jimmy R. Raulston, RL

SPA Workshop Attendees

Page 3

STATISTICIANS

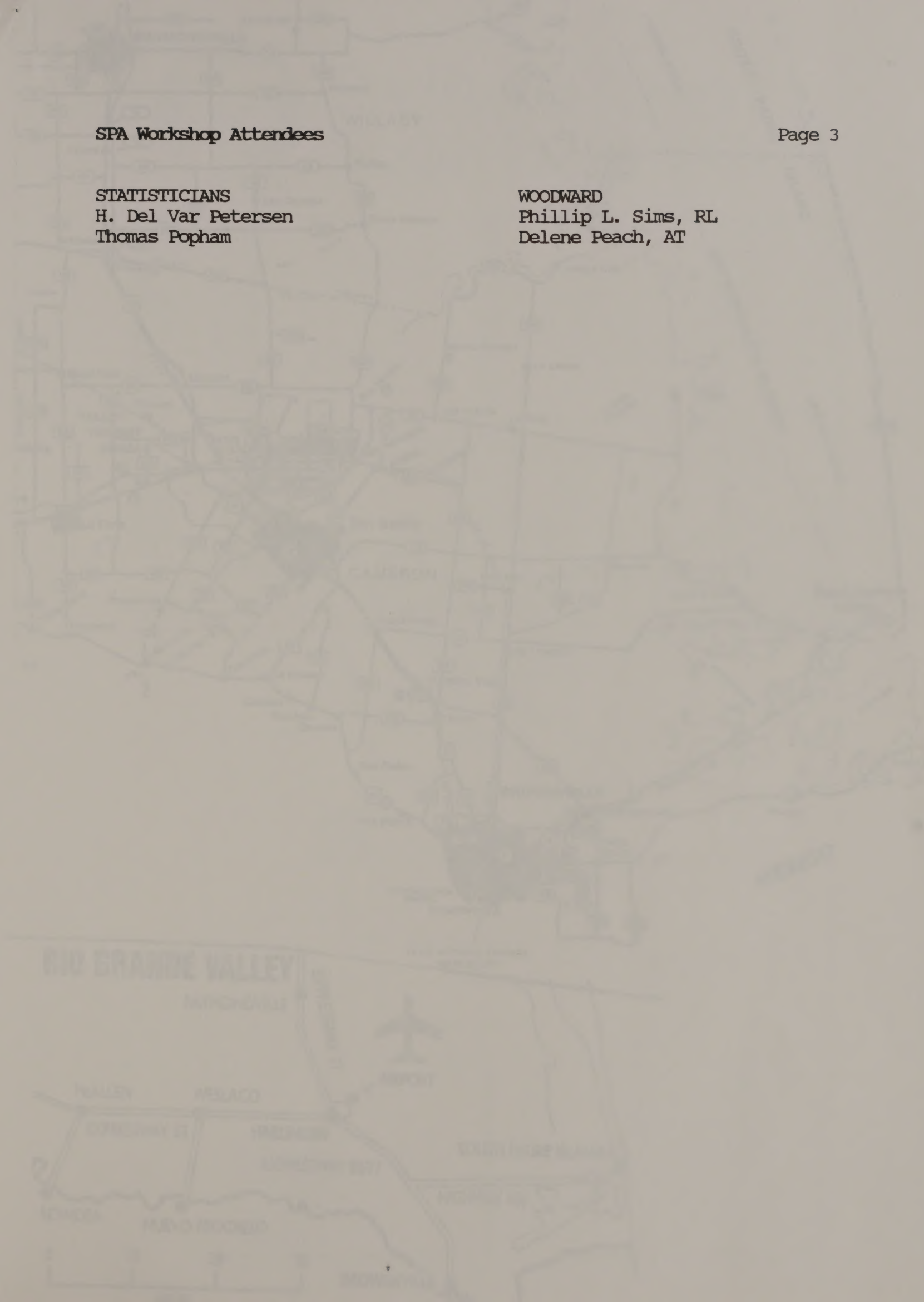
H. Del Var Petersen

Thomas Popham

WOODWARD

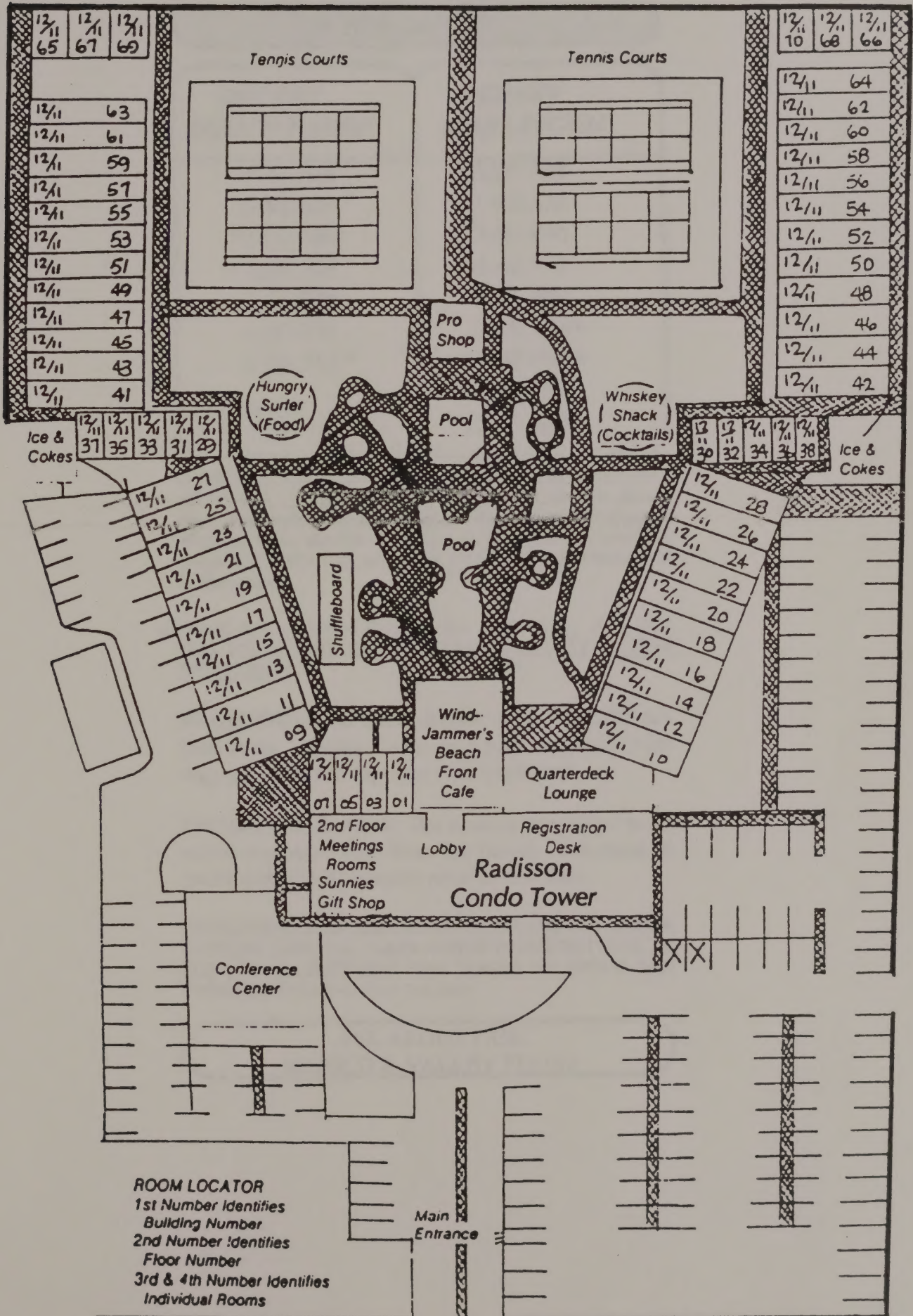
Phillip L. Sims, RL

Delene Peach, AT





Radisson Resort South Padre Island



FALL/WINTER
SOUTH PADRE ISLAND
AIRPORT SHUTTLE
SURETRAN

1-800-962-8497

<i>DEPART SOUTH PADRE</i>	<i>DEPART HARLINGEN</i>
4:45 AM	10:00 AM
6:45 AM *	11:45 AM
10:00 AM	2:30 PM
11:30 AM	4:45 PM
1:15 PM	6:00 PM
4:00 PM	8:00 PM*
5:30 PM *	10:00 PM*
	11:45 PM
	12:15 AM*
*NOT DAILY SERVICE	

BOOKING PROCEEDURES: From SOUTH PADRE ISLAND call 761-1641. All other areas call 1-800-962-8497. 24 hour advance reservations with pre-payment or credit card guarantee are required. Within 24 hours transfers are subject to availability. A minimum charge of \$28.00 per trip or a rate of \$14.00 per person whichever is greater applies.

*BOOK & PAY FOR A ROUNDTrip AND SAVE. FOR SPECIAL PICKUPS/GROUPS AND FAMILY RATES CALL FOR QUOTATION.

FROM THE AIRPORT: Report to the SURFTRAN desk in the baggage claims area prior to getting your luggage. This will expedite your departure.

FROM THE ISLAND: The time on your ticket is the actual departure time from the Island. You must be ready curbside 30 minutes prior to that time.

PASSENGERS ARE REMINDED TO RECONFIRM RESERVATIONS WITH THE MAIN OFFICE 24 HOURS PRIOR TO DEPARTURE BETWEEN THE HOURS OF 8:00AM AND 5:00PM BY CALLING (512) 761-1641.

ASK ABOUT OUR
MEXICO & VALLEY TOURS

Posted: Fri, Jan 11, 1991 10:40 AM CST
From: AD.SPA
To: SPA.LOC, OK.STAT, DELVAR.SPA
Subj: Meeting

Msg: HGJB-3085-7296

January 10, 1991

SUBJECT: 1991 SPA RL/AO Meeting

TO: RL's, LD's, AO's, AT's, Statisticians
Southern Plains Area

FROM: Floyd P. Horn
Area Director

cc: ALL RL's AT YOUR LOCATION

The date for our 1991 Southern Plains Area RL/AO Meeting is set for February 25-28, 1991, with travel days on February 25 and the afternoon of the 28th. The location is the Radisson Resort, South Padre Island, Texas. Participation in this meeting is mandatory. Respond via Sprintmail (AD.SPA) or FAX (FTS 527-1415 or Comm. 409-260-9415) by COB FRIDAY, JANUARY 18, 1991, if you have a serious conflict. Some of you have already given us this information; please reconfirm.

By next week we hope to be able to provide you with travel and lodging information.

Enclosure
List of SPA Location Participants

cc: w/encl.
June Williams

BEAUMONT
Bill D. Webb, Act. RL
P. L. (Teco) Johnson, AT

LANE
E. Van Wann, RL
Carolyn Bevers, AT

BOONEVILLE
Michael A. Brown, RL
Rosalie Barth, AT

LAS CRUCES
Kris M. Havstad, RL
S. E. (Ed) Hughs, RL
Glenda Abston, AT

BROWNWOOD
Tommy E. Thompson, RL
Sandra Bullard, AT

LUBBOCK
Jerry E. Quisenberry, LD/RL
Debra Cummings, AO
Roy V. Baker, RL
D. W. (Bill) Fryrear, RL

BUSHLAND
Bobby A. Stewart, LD
James (Bob) Sears, AO
N. Andy Cole, RL
Jack T. Musick, RL
Paul W. Unger, RL

Kathryn Vanchieri, AO
COLLEGE STATION - SCRL
Russell J. Kohel, LD/RL
L. Fred Bouse, RL
Pete D. Lingren, RL
Robert D. Stipanovic, RL

COLLEGE STATION - FAPRL
G. Wayne Ivie, LD
Don L. Bull, RL
John R. DeLoach, RL

DURANT
Frank R. Schiebe, LD
Billie J. Rogers, AO
Lajpat R. Ahuja, Act. RL
Samuel J. Smith, RL

EL RENO
William A. Phillips, RL
Patricia (Trish) Williams, AT

FAYETTEVILLE
William E. Huff, RL

HOUSTON
Buford L. Nichols, CD
Jimmy D. Goodman, AO-ARS
Peter D. Klein, CNRC
Wilson G. Pond, ARS
Peter J. Reeds, CNRC

KERRVILLE
Sidney E. Kunz, LD/RL
Caryl Romine, AO
John E. George, RL
Frank S. Guillot, RL

STILLWATER
Robert L. Burton LD/RL

Darold L. Ketring, RL
Charles E. Rice, RL

STUTTGART
Roy J. Smith, Jr., RL
Deborah Reynolds, AT

TEMPLE
Clarence W. Richardson, LD/RL
Meredith Heintzelman, AO
Herman S. Mayeux, RL
Paul W. Voigt, RL

TUXTLA GUTIERREZ, MEXICO
C. J. (Jim) Whitten, RL
Tommy Stanford, AO

WESLACO
Edgar G. King, LD/RL
Juanita Escamilla, AO
Anita M. Collins, RL
Thanh H. Dao, Act. RL
James H. Everitt, RL
Robert L. Mangan, RL
Jimmy R. Raulston, RL

WOODWARD
Phillip L. Sims, RL
Delene Peach, AT

STATISTICIANS
H. Del Var Petersen
Thomas Popham



United States
Department of
Agriculture

Agricultural
Research
Service

Administrative Management
Southern Plains Area
Administrative Office

7607 Eastmark Dr.,
Suite 230
College Station, Texas 77840

March 21, 1991

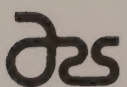
SUBJECT: Office of the Inspector General (OIG)/
Investigations and Audits

TO: SPA LAOs/LATs

FROM: Martha Konecny *Martha*
Secy/AAO

As promised at the RL Workshop, attached is a copy of procedures and info on OIG investigations and audits. Thanks for your patience.

Enclosure



Agricultural
Research
Service

United States
Department of
Agriculture

OIG STRUCTURE

Office of the Inspector General
Headquarters Staff / Financial
and ACP Operations

OFFICE OF THE INSPECTOR GENERAL

INVESTIGATIONS AND AUDITS

OIG STRUCTURE

Six Regional Offices / Headquarters Staff / Financial
and ADP Operations

TWO DISCIPLINES:

Investigative Side

Audit Side

INVESTIGATIVE SIDE

- Series 1811

- Investigate

Criminal Activities - Violations of law in which there is likelihood that criminal prosecution might result.

Hotline Complaints, Whistleblower Complaints and Allegations of Waste, Fraud, and Abuse.

- Conduct Preliminary Inquiries
- Focus on narrow issues

AUDIT SIDE

- Series 511
- Perform Program Reviews / Compliance Audits
- Hotline Complaints, Whistleblower Complaints, and Allegations of Fraud, Waste and Abuse
- Conduct Preliminary Inquiries
 - When the manager is the subject of
- Focus on Broad Issues - Shotgun-type Allegations
 - Major Misconduct - Home Interviews
 - Techniques of Discomfort

CONDUCTING AN INVESTIGATION

- SITE VISITS

- Scheduled/Unscheduled Visits

- INTERVIEWS

- When the employee is the subject of the investigation
- When the manager is the subject of the investigation
- Major Misconduct - Home Interviews
- Techniques of Discomfort

CONDUCTING AN INVESTIGATION

- SIGNED SWORN OR AFFIRMED STATEMENTS
 - Swearing/affirming employees
 - Permitting adjustments to statements
- Employees are required to give information to OIG if inquiry relates to official matters and information is obtained in the course of employment
- Employees are required to sign sworn or affirmed statements
- Requirement does not apply if employee is personally involved in a criminal proceeding

CONDUCTING AN INVESTIGATION

- TERMINATING AN INTERVIEW

- Invoking the Fifth Amendment

An employee can invoke the Fifth Amendment if he/she is the subject of the investigation the issues are criminal, and the person could be charged.

- Right to representation

- EXIT INTERVIEWS

-Determination will be made by OIG.
Weigh the individual's right to know v.
other individuals' right to privacy

CONDUCTING AN INVESTIGATION

- TIMEFRAMES
- RELEASING REPORTS
 - To the Agency
 - Administrator
 - Employee Relations
 - To the subject of the investigation
 - Criminal charges pending
 - Charged administratively
- FOIA REQUESTS
 - Determination will be made by OIG.
Weigh the individual's right to know v.
other individuals' right to privacy

CONDUCTING AN AUDIT

- SITE VISITS

 - Scheduled/unscheduled visits

- ENTRANCE CONFERENCE

- DO NOT TAKE SWORN/AFFIRMED STATEMENTS

- REPORT EXCEPTIONS

 - Gather evidence of anything not in compliance with established procedures; reach conclusions; and make recommendations. Question and corroborate.

- HOME INTERVIEWS

- TECHNIQUES OF DISCOMFORT

CONDUCTING AN AUDIT

- REPORTS v. NO FINDING REPORTS
 - Discussion draft
 - Findings discussed in Exit Conference
 - Final report
 - Copy to Administrator
- Answer all questions truthfully
- Provide pertinent files, records, and other documents to investigator relating to all official matters
- Furnish signed statements under oath or affirmation

EMPLOYEE OBLIGATIONS

Section 0.735.23(c), Appendix I, Employee Responsibilities and Conduct; DPM 409.3, Investigation Reports of the Office of the Inspector General

- Be cooperative
- Answer all questions truthfully
- Provide pertinent files, records, and other documents to investigator relating to all official matters
- Furnish signed statements under oath or affirmation

EMPLOYEE OBLIGATIONS

Section 0.735.23(c), Appendix I, Employee Responsibilities and Conduct; DPM 409.3, Investigation Reports of the Office of the Inspector General

Additionally managers:

- Make employees available
- Provide suitable work area

MISCONDUCT IMPLICATIONS

ARS Directive 461.5, Table of Dicipinary Penalties, Exhibit 2

- PROVIDING FALSE STATEMENTS TO INVESTIGATORS
 - Official Reprimand to Removal
- REFUSING TO PROVIDE STATEMENTS TO INVESTIGATORS
 - Five (5) workday suspension to removal

ETHICS AND CONDUCT OF INVESTIGATOR

- Demeanor can be:
 - Intimidating
 - Aggressive - but not physically threatening
- Complaints should be filed with:
 - Labor and Employee Relations Branch,
Personnel Division

